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JOB ANNOUNCEMENT FSN/2016/09 – HUMAN RESOURCES CLERK - HRC

DATE: June 22, 2016

SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2016/09

TO: All Qualified Applicants

JOB TITLE: HUMAN RESOURCES CLERK

GRADE: FSN-7 with the possibility of hiring the employee at the lower grade

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

This position is located in the Regional Executive office. The incumbent serves as the Clerk for the Human Resources Section and will be in charge of all clerical and administrative matters related to Human Resources management.

The incumbent of the position will also perform a wide variety of tasks and full range of personnel transactions related to locally employed staff (LE Staff). As such, he/she will be the point of contact of all social institutions (IPRES-CSS- Health Insurance Companies).

In addition, the incumbent provides some back up support to HR Assistant in area of FSN staff recruitment and personnel matters..

B. MAJOR DUTIES AND RESPONSIBILITIES

1) SOCIAL INSTITUTIONS LIAISON RESPONSIBILITIES 30%

a) As the core Point of contact in terms of social and public institutions, the incumbent will play a liaison role with the local “inspection du travail” to obtain all employees registration in the Senegalese workforce book by preparing and gathering all necessary documents (Contract, “Declaration du Movement du Travailleur”, correspondences).

b) The incumbent will prepare and follow all correspondences related to FSN banking:

- Review salary advance requests for Human Resources Specialist clearance.
- Draft banks correspondences.
- Work certificates, etc.



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c) The incumbent is the first point of contact for FSN retirement and Social Security process and will liaise with IPRES to follow FSN employee records, obtain all necessary papers to complete employee's file, fill the annual report for employees and employer contribution, keep employees files updated regarding "Caisse de Sécurité Sociale" (CSS) and make sure all employees are registered and benefiting of all advantages provided by these two institutions.

d) The incumbent will keep employee's records related to the health insurance. He/she will make sure all information needed for card renewal is accurate, collect employee's family information.

- Liaise with the insurance company to get all insurance cards done in a timely manner.
- He/she will liaise with the Embassy and the Health Insurance Company to make sure all employees have their cards,
- Follow all invoices and send bill of collections on time.

2) WEBPASS POST PERSONNEL ADMINISTRATION 30%

. The incumbent is also responsible of accuracy of HR and Post Personnel database.

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Web Pass – Post Personnel/Data integrity in HR database

- The incumbent is responsible for ensuring real-time data integrity in the system, through regular input of all personnel actions LE Staff and USDH. All entries/updates into Web Pass should be consistent with existing source documents (cables, change in family size/status etc.). He/she is fully responsible for running and producing reliable reports such as staffing patterns
- Update regularly the staffing pattern
- update the arrival /departure tracking sheet
- Monitor security and medical clearance tracking sheet
- Produce approved awards documentation, procure frames and serve as liaison with US embassy on award program
- Maintaining current the database for FSN medical benefits and monitoring individual employee limits within FSN medical benefit plan with the Office of Financial Management.

1) RECRUITMENT SELECTION PROCESS 20%

The employee will be involved in the recruitment process and his principal role will be to:

- Assist in the preparation of Recruitment/Selection package and distribution to the appropriate office/team;



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- Collect applications;
- Make Copies of applications;
- Schedule interviews
- Reserve room for interview and skills tests (Computer room);
- Make sure of availability of FSN Welcome Package for every new comer;
- Ensure FSN Enrollment into approved medical clinics.
- Prepare Regret letters for unsuccessful applicants
- Monitor HR policy changes, Mission Orders

2) FILING

20%

The incumbent will perform a full range of filing duties, including but not limited to:

- Sorting material to be filed in the Personnel and working files
- Reading the contents to make sure of proper file classification
- Open new file when needed and maintaining them up-to-date and in chronological order
- Preparing periodic inventory of personnel files, in collaboration of the Human Resources team
- Sending appropriate files to storage as well as retrieving old files when needed.

C. REQUIRED QUALIFICATIONS

- Education:** Completion of secondary school is a requirement.
- Prior Work Experience:** Two to Three years of clerical experience in personnel work or a closely related field. At least one year of this experience should be connected with the processing of personnel actions.
- Post Entry Training:** Record Management.
- Language Proficiency:** Level III English language and level III French language knowledge are required.
- Knowledge required by the Position for full performance:** General knowledge of personnel regulations and US Government regulations, particularly regulations pertaining to the processing of many types of Personnel actions.
- Skills and Abilities:** Good computer skills. Must have discretion in discussing personnel matters related to health insurance, retirement and social security issues. Tact and diplomacy are required as well. Must possess good interpersonal and cross-cultural skills to be able to deal



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with employees, other agencies and also to maintain good relationships with Mission clients and outside clients.

D. POSITION ELEMENTS

- a. Supervision Received:** Incumbent is directly supervised by the Human Resources Specialist.
- b. Available Guidelines:** Mission Orders, Agency notices, Foreign Affairs Manuals, Foreign Affairs Handbooks, ADS, FAR, and Mission Staff Announcements, AIDAR.
- c. Exercise of Judgment:** Must be able to set priorities, and be able to exercise discretion revealing personnel matters to persons outside the personnel section. Incumbent must be able to exercise good judgment in knowing what questions can be handled personally and questions or issues which should be elevated to higher authority.
- d. Authority to Make Commitments:** None.
- e. Nature, Level, Purpose of Contacts:** All USG employees, Civil Servant in GOS, Social benefits offices.
- f. Supervision Exercised:** None.
- g. Time Required to Perform Full Range of Duties after Entry into Position:** One Year.



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HOW TO APPLY:

I. *Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes the five following required document:*

1. A cover letter
2. 3 References
3. Hard copies of relevant degrees
4. A filled and signed OF-612 form (form can be found on this web site: <http://www.usaid.gov/senegal> under “Career”)
5. A detailed resume
6. **USAID will not consider applications with missing document**

II. *Application should be addressed*

1. ***“TO THE ATTENTION OF HUMAN RESOURCES SPECIALIST – USAID/SENEGAL”***
2. Please include the Reference of the Job Announcement(s) you are applying for

III. *Application should be send:*

- **BY EMAIL** usaiddakar-hr@usaid.gov
- **OR**
- **By Postal Mail:** USAID/SENEGAL Route des Almadies - B.P. 49 - Dakar, Senegal

Deadline to receive applications: JULY 24, 2016

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.